

FORT EUSTIS PERSONNEL AUTOMATION SECTION



eMILPO SOP

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General Guidance

Personnel Accounting and Strength Reporting

This sop provides detailed procedures for each eMILPO personnel accounting process.

The personnel accounting policies and requirements stated in AR 600-8-6, Personnel Accounting and Strength Reporting remain in effect. The procedures in this chapter supplement this regulation.

The procedures in this SOP list the Battalion S1 (BNS1) and Personnel Automation (PAS) as the primary agents responsible for personnel accounting. For TDA and other unit organizations the activity that is responsible for unit administration and the Chief, Military Personnel Division are the responsible agents.

Personnel accounting is the single most important part of the Army's personnel administration and management system. Commanders at all levels must place personnel accounting high on their list of things to monitor. If personnel accounting data is not timely and accurate, then the decisions made using the data is suspect. Listed below are some programs and functions that depend on accurate personnel accounting and strength data.

- a. Readiness reporting.
- b. Budget forecasts.
- c. Budget tracking.
- d. Accession objectives.
- e. Retention objectives.
- f. Promotion authorizations.
- g. Soldier training.
- h. Personnel distribution.

Error resolution is a very important aspect to the personnel accounting process. Commanders, BNS1 and personnel managers must ensure that error feedback is worked and appropriate eMILPO transactions are submitted.

The Personnel Automation Section (PAS) is the commander's agent to monitor personnel accounting and unit strength accountability. Data accuracy is the PAS' responsibility.

The PAS will:

- a. Ensure that supported units work eMILPO and HQDA error feedback.
- b. Ensure that history copies of Unit Personnel Accountability Reports (AAA-162) represent each unit's accountable strength, reports are authenticated, and appropriate files are maintained.
- c. Establish and maintain formal and informal training programs to ensure unit clerks are properly trained. This includes ensuring that units have the most recent technical and procedural guidance.
- d. Monitor:
 - (1) Unit Personnel Accountability Notices Reports (AAA-165) to ensure that units submitting the required transactions.
 - (2) AAA-162 to ensure units are accounting for all assigned or attached soldiers.
- e. Identify problem areas and work with unit officials to resolve them.
- f. Inform personnel service battalion commander or other officials when that local and HQDA procedures are not being followed.
- g. Assist unit commanders to conduct personnel asset inventories.

Arrivals:

An arrival transaction will be submitted for all Soldiers who report to a new unit for permanent duty. Upon arrival at gaining unit, Soldier must sign-in on DA Form 647, Personnel Register or DA Form 647-1, Personnel Register, and the unit eMILPO clerk, retains a copy of their orders and submitted arrival transaction on the soldier(s).

An eMILPO Arrival transaction must not be submitted without proper authority, i.e. PCS orders or DA Form 4187 for local moves.

An arrival transaction must be submitted within seven days of the reporting date, any arrival submitted after seven days is considered late.

Revoke Arrival:

Revoke Arrival allows the user to revoke a previously submitted arrival transaction.

Revoke Arrival is used to revoke the last arrival transaction that processed.

eMILPO will not allow users to submit Revoke Arrival transactions that are greater than four months old.

PCS Departures:

A PCS Departure will be submitted only for PCS moves, both CONUS and OCONUS. A PCS move is one that is directed by Department of the Army. A departure transaction will not be reported without official orders by Enlisted Distribution Assignment System (EDAS), non-EDAS, or an official Request for Orders (RFO).

An eMILPO PCS Departure transaction must not be submitted without proper authority, i.e. PCS orders or DA Form 4187 for local moves.

An PCS Departure transaction must be submitted within seven days of the departure date, any departure submitted after seven days is consider late.

If a Soldier arrives to a unit and the losing unit failed to depart, the arrival module will also generate a departure.

It is critical that Soldiers still sign-out on DA Form 647 or 647-1. The eMILPO clerk must use this plus the PCS orders to enter the departure and then retain copies. If the Soldier fails to arrive at the gaining command, it is the responsibly of the losing command to provide this form as documentation that the Soldier signed out and cleared

Revoke PCS Departure:

Revoke Departure allows the user to revoke a previously submitted departure transaction. Departure transactions will be revoked on Soldiers:

Erroneously departed

Returned to their units because their orders were revoked, rescinded, or amended

For which the departure and/or reporting date was incorrect in the departure transaction. These transactions will be resubmitted with correct data.

Attachments:

This guidance applies for soldiers who are reported as attached in accordance with their orders, when performing Temporary Change of Station (TCS), Temporary Duty (TDY), training in a TDY status, or attached for administration. The following applies:

A TDY for 30 days or more to a unit serviced by a PAS, other than the PAS, which supports the Soldiers parent unit.

A TDY for 30 days or more to a unit serviced by a PAS, other than the PAS which supports the Soldiers parent unit

A TDY to a unit (regardless of length period) serviced by the same PAS that supports the Soldier's parent (assigned) unit.

Attached to a unit at another installation or unit, while initiating action for a compassionate reassignment or hardship discharge (Attached for Administration)

An eMILPO attachment transaction must not be submitted without proper authority, i.e. Orders or DA Form 4187 for local moves.

An Attachment transaction must be submitted within seven days of the release date, any transaction submitted after seven days is consider late

Release From Attachment:

A Release from Attachment will be submitted once the soldier(s) has completed performing Temporary Change of Station (TCS), Temporary Duty (TDY), training in a TDY status, or attached for administration.

To release a soldier from attachment the eMILPO clerk will go in and put an End Date on the soldier attachment this then will release the soldier from attachment.

When you first attach a soldier and you put an End Date in the attachment the system will automatic release the soldier from attachment?

A Release from Attachment transaction must not be submitted without proper authority, i.e. Orders or DA Form 4187 for local moves.

A Release from Attachment transaction must be submitted within seven days of the reporting date, any transaction submitted after seven days is consider late.

Duty Status:

A Duty Status will be submitted on soldier(s) who Duty Status has changed.

The unit must prepare a DA Form 4187 and/or verify any absences, unauthorized absences in excess of 24 hours, and return to duty. The exceptions are leave and TDY, which are supported by DA Form 31 and TDY orders, respectively.

The duty status changes for attached Soldiers will be reported in eMILPO by the parent unit. The unit of attachment will prepare DA Form 4187 and forward to the Soldier's parent unit to document eMILPO transaction.

Unauthorized absences for periods of less than 24 hours will not be reported in eMILPO.

DFR/DFS (Drop From Rolls or Strength)

The Drop from Rolls or Strength module allows the user to drop one or more Soldiers from strength accountability of the Army for a variety of reasons.

Drop from Rolls refers to a process in strength accountability that result (not necessarily immediately) in a Soldier's separation from the Army.

Drop from Strength refers to a process that results in a specific type of Soldier non-availability to the Army. This is typically a temporary situation.

Active-Army Soldiers will be reported as DFR when they:

Remain AWOL for 30 consecutive days. The DFR will be effective 0001 on the 31st day of AWOL, which is also the day the eMILPO DFR transaction will be submitted.

Are confirmed to be a deserter. (See AR 630-10, Chapters 3, 4, 5, and 6.)

Leave the active Army to enter the USMA or other Service academy as a cadet. The DFR is effective on the date of entry to the academy.

Actions required after a Soldier has been reported DFR will be accomplished (See AR 630-10, Chap 6.)

DA Form 4187, Personnel Action and DA Form 268, Report to Suspend Favorable Personnel Actions (Flag), will not be prepared for Soldiers DFR to enter a service academy.

DA Form 268 and DD Form 553, Deserter/Absentee Wanted by the Armed Forces, must be completed for Soldiers reported DFR. (See AR 630-10.)

A DA Form 4187 will be prepared to report a Soldier DFS.

A Loss transaction from the Transition/Loss module must be submitted when Soldier's appeal has been adjudicated and Dishonorable Discharge (DD) or Bad Conduct Discharge (BCD) is upheld. Soldier must be returned from DFS before the loss from the Army transaction is submitted.

Soldiers will be DFS for the following reasons:

- Are confirmed to be a POW or missing. The effective date is the date the POW or missing status is officially declared.
- Are sentenced to confinement in a domestic or foreign penal institution (or detained in a foreign country) for six months or more.
- Soldiers held by domestic civilian authorities remain confined in the hands of civil authorities (CCA) duty status until their sentence begins. The effective date of DFS is the date sentence begins
- Soldiers detained by foreign authorities remain in a CCA status until their sentence begins, or after six months of detention, whichever comes first. The effective date of DFS is the date sentence begins, or after six months of detention
- Have an approved BCD or DD, with or without military confinement. The effective date of DFS is the date the convening authority approves the action. The Soldier will be DFS, even though remaining present in the unit, in confinement or in excess leave status awaiting punitive discharge.

A DFR will be revoked, if Soldier is erroneously reported DFR

A DFR/DFS transaction must not be submitted without proper authority, i.e. DA Form 4187

A DFR/DFS transaction must be submitted within seven days of the effective date, any transaction submitted after seven days is considered late.

Return From DFR/DFS

The Return from Drop from Rolls or Strength module allows the user to return the soldier to the unit.

A RFDFR/RFDFS transaction must not be submitted without proper authority, i.e. DA Form 4187

A RFDFR/RFDFS transaction must be submitted within seven days of the effective date, any transaction submitted after seven days is considered late.

EMILPO CODES:



"AEA CODES.xls"



DYST.xls



RSI.xls



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Unit Personnel Accountability Report (AAA-162)

The Unit Personnel Accountability Report is the source and historical document for strength reconciliation's. This report lists all Soldiers assigned and attached to a specific organization and identifies their present duty status and last duty status. Soldiers are listed alphabetically by name.

Rules for the monthly AAA-162 Reconciliation:

a. Responsible agencies are:

- (1) Battalion S1 (BNS1) or separate companies.
- (2) Personnel Automation Section (PAS).

b. Reference:

- (1) AR 600-8-6, Personnel Accounting and Strength Reporting.
- (2) AR 220-1, Unit Status Reporting.

c. General guidance.

- (1) End-of-Month Reconciliation: An end-of-month AAA-162 will be done. BNS1s (and separate units) will produce the AAA-162 reflecting current unit composition after processing transactions that change unit strength, such as departures, arrivals, attachments, relief from attachments, and separations. The PAC Supervisor/PSNCO or unit eMILPO clerk will carry these reports to the PAS monthly at scheduled times.

- (2) The Standards for the AAA_162:

[a] **Departure:** (*ETS, Retirement, PCS, Local Move, Detach*) one line through the soldier information. The Gaining UIC and departure date on the left side of the soldier information.

(WAL6T0 23 SEP 03) ~~ASG DOE, JOHN RICKY 123-45-6789 SPC 20000801 TRA PDY 20000801~~

[b] **Arrival:** (*Arrival, Attachment*) On the last or separate sheet of paper you will type or print the soldier (Rank, Full Name, SSN, Gain UIC, Report Date) that need to be arrive.

PV1 DOE, JOHN RICKY 123-45-6789 W0UZ49 20031105

[c] **Duty Status Change:** (*PDY, AWL, CCA, DFR, Etc.*) One line through the soldier DYST. The New DYST and effective date on the left side of the soldier information.

(AWL 03 Oct 03) ASG DOE, JOHN RICKY 123-45-6789 SPC 20000801 TRA ~~PDY~~ 20000801

***NOTE FOR EVERY TRANSACTION THAT NEED TO BE DONE YOU MUST PROVIDE SUPPORTING DOCUMENTS**



11/06/2003

Unit Personnel Accountability Report AAA-162

Unit Name: FORT EUSTIS REPL DET

UIC: W0UV49

WAL6T0
23 SEP 03

ASGN/ ATCH	Name	SSN	Rank	Gain Dt	Loss Dt	Rsg Rsn	Old Dty St	New Dty St	Dty St Date
ASG	DOE JOHN RICKY	123-45-6789	SPC	20030930			TRA	PDY	20030930
ASG	DOE KEVIN MICHAEL	9876-54-321	PV1	20030923			TRA	PDY	20030923
Total number of ATCH personnel: 0									
Total Number of Assigned Enlisted: 2									
Total Number of Assigned Warrant Officers: 0									
Total Number of Assigned Officers: 0									
Total Number of Attached Enlisted : 0									
Total Number of Attached Warrant Officers: 0									
Total Number of Attached Officers: 0									
Total number (Assigned) PRESENT FOR DUTY: 2									
I certify this report reflects the personnel accountability for all soldiers assigned or attached to the unit for months indicated. (Signature required only for month end report)									
BRENDA D. WILLIAMS									
(CDR or Auth Representative signature)									

Total number of personnel for UIC: 2

Privacy Act Data in Accordance With Privacy Act of 1974
Dispose of this Properly

ARRIVALS:

RANK	FULLNAME	SSN	GAINING UIC	REPORT DATE
PV1	DOE, CHRIS	543-86-4512	W01V49	20031106

Unit Personnel Accountability Notices Report (AAA-165)

The AAA –165 contains personnel discrepancies or notices for the unit. These notices list Soldiers whose personnel record contain specified unit accountability conditions for which action must be taken at the unit

Rules for the monthly AAA-165 Reconciliation:

a. Responsible agencies are:

(1) Battalion S1 (BNS1) or separate companies.

(2) Personnel Automation Section (PAS).

b. Reference: AR 600-8-6, Personnel Accounting and Strength Reporting.

c. General guidance.

(1) The BNS1 is responsible for resolving AWOL, failure to gain notices.

(2) The PAS is responsible for resolving DEROS, ETS and ESA notices.

(3) The AAA-165 will be produced by the BNS1 The PAS may also produce this report as needed. The previous AAA-165 may be destroyed upon receipt of the new report.

(4) Battalions and separate companies may annotate any changes on the latest copy of the AAA-165 until action is taken and a new report printed.

(5) BNS1 and separate companies will work and resolve all notices as soon as possible.

(6) The PAS will assist units in the resolution of notices beyond the control of the BNS1 and the units. The PAS will also monitor the resolution of notices by supported battalions and separate units.

(7) Past due ETS, ESA and DEROS notices will be resolved through coordination with the responsible PAS.



Alpha Roster Report (AAA-342)

The Alpha Roster contains an alphabetical roster, which identifies soldiers who are assigned or attached to a unit. The roster can be generated by specific military personnel class (MPC) or for all soldiers in a unit.

Rules for the monthly AAA-342 Reconciliation:

a. Responsible agencies are:

(1) Battalion S1 (BNS1).

(2) Personnel Services Battalion (PSB).

(3) Personnel Automation Section (PAS).

b. Reference: None

c. General guidance.

(1) The alpha roster (**AAA-342**) can be accessed at local level commands and information is stored for retrieval by HQDA

(2) All information is based on data maintained in **ERB/ORB**.

d. To retrieve the alpha roster you must go to Datastore, Reports, Personnel Accountability, then select AAA-342.

(1). To run the report for all soldiers in your unit you will select the BDE or BN main UIC, then select Run report with all child-UIC(s) with selected UIC(s).

(2). To run only one report for a UIC in your unit you will, select the main UIC, then select Get child-UIC(s), then you will select the UIC you want to run, then select Run report with select UIC(s) only.

e. PAC's are to annotate discrepancies, if found, and work issues to resolution. If discrepancies can't be resolve at PAC notify PAS to resolve the problem.

FORT EUSTIS
PERSONNEL AUTOMATION SECTION
POINT OF CONTACT'S

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